General Services Administration

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: GSAAdvantage.gov

TDRS Transportation, Delivery and Relocation Services

Federal Supply Class: V301, V111 & 112

Contract Number: GS-33F-0024S

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract Period: September 6, 2011 through September 5, 2016

Runzheimer International Ltd.

1 Runzheimer Parkway Waterford, WI 53185 Telephone:800-558-1702

Fax: 262-971-2373

Web Site: www.runzheimer.com

Contractor's Representative Kraig R. Rodenbeck CMC, NPDP 262-971-2312

krr@runzheimer.com
Business Size: Large

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Customer Information

1a. Special Item Numbers (SINs):

SIN 411-3 Transportation Consulting Services

SIN 653-3 Relocation Software, Technology and Support Services

- 1b. Model Number Not Applicable
- 1c. Labor Categories:

Executive Manager

A member of the executive management team at Runzheimer, typically in the capacity of vice-president. The Executive Manager has direct responsibility over a division or business unit. He/she sets strategic direction, manages project staffing, has fiscal accountability, and is ultimately responsible for contract fulfillment and client relations. The Executive Manager ensures from a high-level that our products and services meet the client's project/program goals.

Minimum training, experience, education, and certifications:

- Ph.D. and/or Master's Degree (or equivalent experience) from an accredited college or university
- Over 15 years experience in business disciplines (sales, budgeting, strategic planning, public speaking, etc)
- Excellent oral and written communication skills. Proficient use of MS Office suite

Senior Management Consultant

These personnel maintain leading-edge knowledge within their field of expertise. The Senior Management Consultant has worked in the industry for 10+ years. He/she typically has given presentations to industry peers and published in their respective area. The Senior Management Consultant is the true subject matter expert and may assume the role of Project Director for projects that demand this level of experience and expertise.

Minimum training, experience, education, and certifications:

- Master's Degree and/or Bachelor's degree (or equivalent experience) from an accredited college or university
- Over 10 years experience in consulting and business arena (sales, budgeting, client support, etc)
- Certified Relocation Professional (CRP), as designated by the Employee Relocation Council
- Excellent oral and written communication skills. Proficient use of MS Office suite

Management Consultant

Having accumulated 5+ years of subject matter experience, he/she provides industry knowledge and expertise. He/she works directly with the client throughout the project/program to assess and fulfill their needs. In a consultative role, he/she makes

recommendations based on the day-to-day activities, tapping the expertise of the Senior Management Consultant as appropriate.

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university
- Over 5 years experience in consulting arena (sales, budgeting, client support, etc)
- Excellent oral and written communication skills
- Proficient use of MS Office suite

Consultant

A staff person who has developed a working knowledge in the subject area yet has not acquired a wide range of experience (typically 1 to 3 years). The Junior Consultant is typically teamed with senior personnel and may take on activities that do not require extensive industry-specific expertise. The Junior Consultant provides both daily and peak demand project support and consultation.

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university
- 1 to 3 years experience in consulting or related areas of business (sales, budgeting, client support, etc)
- Excellent oral and written communication skills
- Proficient use of MS Office suite

Project Director

This person oversees all project activities and has ultimate responsibility for the success of the project. He/she ensures projects meet both client and internal expectations in terms of time, budget and quality. He/she provides direction to the Project Manager and reports project status internally. The Project Director constantly assesses status and guides the project to ensure complete client satisfaction.

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university
- 5 + years experience in managing large-scale projects
- Excellent communication, organizational, and planning skills
- Proficient use of MS Office suite and project management software (e.g., MS Project)

Research Consultant

This person typically possesses skills in a specified area of expertise, typically in the technical and/or information systems area. The Research Consultant is likely teamed with senior consultants and may take on specific high-level technological activities such as system design, process development, and product-specific consultation.

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university, preferably with a focus on Management of Information Systems (MIS)
- 3 to 5 years experience in technical/systems consulting and programming

- Proven track record in managing and programming client/server applications and/or web development projects
- Possess a working knowledge of RDBMS (e.g., SQL Server) and have developed in current business languages (e.g., JAVA, HTML, ACTIVE X, etc)

Project Manager

He/she provides day-to-day leadership of a specific project, program, or set of tasks. In concert with the client, he/she establishes project milestones, defines all subtasks, allocates and assigns resources, and removes any foreseen barriers to project completion. The Project Manager is the "hands-on" leader, immersed in the project, who maintains daily contact with Contracting Officer's Technical Representative.

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university
- 3 to 5 years experience in managing complex projects
- Excellent communication, organizational, and planning skills
- Proficient use of MS Office suite and project management software (e.g., MS Project)

Senior Analyst

This position provides high-level oversight and management of data analysis techniques and methods. He/she is responsible for development and maintenance of all econometric models, database systems and analytical tools used to analyze data. Other tasks include survey design and administration.

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university
- 5 + years experience in technical analysis fields (statistics, mathematics, econometrics, etc)
- Ability to design and apply advanced analytical methods to resolve business problems
- Proficient use of MS Office suite and advanced analytical software (e.g., SPSS, SAS, etc)

Junior Analyst

An entry-level position, the Junior Analyst assists the advanced Analysts with data review and analysis. Tasks include preparing, reviewing, and editing data. This staff person assists with the flow of information throughout Runzheimer's extensive databases. The Junior Analyst begins the process of turning data into information.

Minimum training, experience, education, and certifications:

- Associate's degree or equivalent business experience
- 1 to 3 years experience in technical analysis fields (statistics, mathematics, econometrics, etc)
- Ability to apply advanced analytical methods to resolve business problems
- Proficient use of MS Office suite, especially MS Excel

Administrative Assistant

He/she provides administrative support to the client and to internal project team members. Typical tasks include report production, preparation of marketing materials, logistics support, and general clerical activities.

Minimum training, experience, education, and certifications:

- Associate's degree or equivalent business experience
- 1 to 3 years experience in administrative and/or business role
- Attention to detail and excellent organizational skills
- Proficient use of MS Office suite, especially MS PowerPoint

Data Gatherer

This person is responsible for the collection of primary research data. Collection methods mostly include telephone and/or Internet surveys, but may include other methods such as extracting data feeds from publicly available sources. As the title suggests, this person collects Runzheimer's primary data.

Minimum training, experience, education, and certifications:

- Previously related business experience, preferably with telephone interviewing
- 1 to 3 years experience in a business role or with business techniques
- Attention to detail and ability to work independently
- Past experience using computer hardware and software, and telephone systems

Clerical / Data Entry

Although more and more data is available electronically from our many data sources, some information must still be entered manually. This staff person enters data from physical sources into Runzheimer databases.

Minimum training, experience, education, and certifications:

- Previously related business experience, preferably with data entry
- 1 to 3 years experience in a business role or with business techniques
- Attention to detail and ability to work independently
- Past experience using computer hardware and software

2. Maximum order: \$1,000.000.00

3. Minimum order: \$100.00

4. Geographic coverage: Worldwide

5. Points of production: Waterford, WI, (Racine County) U.S.A.

6. Discount from list: Prices shown herein are net (discount deducted)

7. Quantity discounts: None

8. Prompt payment terms: Net 30 calendar days

9a. Government purchase card is accepted at or below the micro-purchase level

9b. Government purchase card is accepted above the micro-purchase level

10. Foreign items: U.S. only

11a. Time of delivery: As negotiated on task order

11b. Expedited delivery: Items available for expedited delivery are noted in this price list

11c. Overnight delivery: Overnight and 2-day delivery is available based on task order

11d. Urgent requirements: Complies with "Urgent Requirements" clause

12. F.O.B. point: Destination

13a. Ordering Address: Runzheimer International

1 Runzheimer Parkway Waterford, WI 53185-3599 Tel: 800-558-1702 Fax: 262-971-2373

Web: www.runzheimer.com

13b. Ordering procedures: The ordering procedures, information on Blanket Purchase

Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address: Runzheimer International

1 Runzheimer Parkway Waterford, WI 53185-3599 Tel: 800-558-1702 Fax: 262-971-2373

Web: www.runzheimer.com

15. Warranty Provision: Runzheimer International warrants that the products and services

we provide will satisfy the requirements of the task orders

obtained through this schedule

16. Export packing charge: Not applicable

17. Purchasing card: As negotiated on task order

18. Maintenance & repair: Not applicable19. Installation: Not applicable

20. Repair parts: Not applicable

20a. Other services: Not applicable

21. Distribution points: Not applicable

22. Participating dealers: Not applicable

23. Maintenance: Not applicable

24a. Special attributes: None

24b. 508 Compliance: Section 508 compliance information is available on Electronic

and Information Technology (EIT) supplies and services. The

EIT standards can be found at www.Section508.gov/.

25. DUNS Number: 06-350-6760

26. CCR registration: Runzheimer is registered in the CCR database

An Introduction to Runzheimer International

Founded in 1933, Runzheimer International Ltd. is a management consulting firm specializing in domestic and international transportation, travel and relocation management. Runzheimer International serves upwards of 2,000 businesses and government organizations worldwide, including more than 60 percent of Fortune 500 companies. Runzheimer's data and standard cost reimbursement systems are the basis for over \$19 billion in direct allowances or reimbursements, annually, to more than 1 million employees of clients.

For more than 75 years, we have been dedicated to research, analysis, and reporting of car, travel, and living costs, which provide a fact-based foundation for our consulting services. All Runzheimer research and information rests upon a foundation of standardized data-gathering processes, proven methodology, tested survey procedures, and sound statistical practices.

The majority of our information services and products consist of data supported and surrounded by computerized systems. These services include but are not limited to data collection, data entry (including development of computerized data entry screens featuring real-time data validation), methodology creation (developing, programming, and applying sophisticated data manipulation methods), and applications designed to resolve practical business issues.

We undertake specialized projects, surveys, and studies to meet specific requirements of individual organizations and government agencies. Our information products incorporate client-provided parameters, and our report data is geographically sensitive. A fundamental strength that Runzheimer brings to its projects is a base of knowledge, expertise and data on both corporate and government policies, procedures, and costs that allow us to provide our clients with benchmarks and best practices.

Selected Client List

Private Sector

Runzheimer International has performed work for such major firms as IBM, Xerox, Exxon Mobil, and Microsoft, though we also count many small and medium-sized companies among our clients. A partial list of clients for which Runzheimer International has performed relocation and management consulting includes: Advantage Sales & Marketing, Best Buy, Boeing, Boise Cascade, Citizens Utilities, Coca-Cola, Cyprus Minerals, Daimler Chrysler, E.I. DuPont, Ernst & Young, Exxon Mobil, Federal Express, Fleming Companies, GE Capital, General Electric, General Motors, Hertz, IBM, Johnson Controls, Lanier Worldwide, McGraw-Hill, Microsoft, Midwest Express, Novartis, Office Depot, Pepsi Bottling Group, Pitney Bowes, Porsche Cars of North America, PriceWaterhouseCoopers (PWC), Procter & Gamble, Promus Hotel Corporation (Embassy Suites, Hampton Inn, etc. – now part of Hilton), S.C. Johnson, Starbucks, State Farm, System One, Uniglobe Travel Agencies, Upjohn, Westinghouse, World Airways and Xerox.

Public Sector

Runzheimer has performed hundreds of studies for Federal, state, provincial and local government entities. Our public sector clients include, among many others: Federal Deposit Insurance Corporation (FDIC), General Services Administration (GSA), Department of Defense (DOD; Office of the Undersecretary of Defense, Acquisition, Transportation & Logistics; Office of the Undersecretary of Defense, Personnel & Readiness), Department of the Army, Department of the Navy, Federal Aviation Administration, Internal Revenue Service (IRS), Lawrence Livermore Laboratories, National Aeronautics and Space Administration (NASA), National Institutes of Health (NIH), Office of the Comptroller of the Currency (OCC), Office of Personnel Management (OPM), Office of Thrift Supervision (OTS), United States Coast Guard, Unites States Fish and Wildlife, United States Naval Academy, United States Postal Service, State of Colorado, Federal Government of Canada, unspecified intelligence organizations and many others. The Organization of the United Nations is among Runzheimer's largest international clients. Runzheimer Canada's public sector clients include: Department of National Defence; Auditor General of British Columbia and the Government of Quebec.

Specific Capabilities

SIN 411-3 Transportation Consulting Services

For over 75 years, corporate managers, media, and the transportation, relocation and travel industries have recognized Runzheimer as a leader in employee mobility management. Our expertise in data gathering, research, and analysis is the cornerstone to our highly respected and knowledgeable consultants who have assisted organizations and government agencies in the development and implementation of cost-effective, leading-edge transportation, travel and relocation programs and processes. In addition, we often act as educators to other consulting organizations that require accurate and defensible information to assist in their consulting endeavors.

Runzheimer should be distinguished from other consulting firms insofar as we specialize in employee mobility, the movement of employees from one place to another. No other firm concentrates on transportation (business vehicles, shipment of household goods), travel (TDY, Temporary Duty Travel; TCS, Temporary Change of Station) and relocation (PCS, Permanent Change of Station) management from our unique perspective. Consequently, our consultants are a valuable resource to personnel already occupied full-time with other work, yet facing inescapable demands to reduce cost and increase efficiency (or prove they have the lowest cost and greatest efficiency), all this while sustaining a satisfied workforce. Runzheimer is uniquely qualified to assist organizations in meeting their transportation, travel and relocation management objectives because:

- Runzheimer's consulting staff is experienced, authoritative and generally acknowledged to be experts in our areas of specialization.
- Runzheimer is compelled to produce a quality of work for its clients that will reinforce a hard-earned reputation for honesty, thoroughness and expertise sustained since 1933.
- Runzheimer has established a unique relationship with the transportation, travel and
 relocation industries. Public and private organizations regularly participate in our published
 surveys that analyze policies, trends, and issues.
- Runzheimer has acted as a "middle man" for clients seeking relationships with transportation, travel and relocation management companies and service firms. In this role, Runzheimer is considered an unbiased information clearinghouse by clients and service firms.
- Runzheimer maintains current survey databases on transportation, travel and relocation policy standards and administration methods. The surveys provide a foundation for the most comprehensive policy and program resources in their respective industries. These surveys are regularly cited as authoritative sources for costs, processes, policies, and trends.

Our consultants apply facilitation expertise and quality-management skills and capabilities (for example, brainstorming and affinity grouping, focus group facilitation, flowcharting and process analysis, meeting management, leading discussion groups), as needed, in conducting their projects. We base our quality management model on Deming's PDSA cycle, which stands for Plan, Do, Study, Act. With every contract or Task Order completed, Runzheimer works with its clients to Study what has been done in an effort to improve service. The focus of these meetings (both internal and with clients) is to review current processes and identify opportunities for enhancement. In all our government contracts, we emphasize that continuous improvement is essential to long-term success and mutual achievement of goals and objectives.

In the rapidly changing areas that fall under employee mobility, strategic planning is essential for today's consulting projects to promote policies and programs for tomorrow. As organizational-

change consultants, we help organizations develop policies and implement change, and, in our areas of specialization, we are recognized experts.

Runzheimer has extensive expertise in management of complex projects with short turnaround times. Runzheimer has proven ability to coordinate and oversee multiple subcontractors in conjunction with our internal teams for successful completion of large-scale projects. To aid in communication and management, Runzheimer applies various project management tools and techniques, such as the stage-gate project management model, responsibility matrices, work flow diagrams, process/people flowcharts, and project scheduling software.

Many of Runzheimer's corporate consulting engagements follow a tested consultation process:

- Step 1 Review of client background materials
- Step 2 Kick-off meeting (review expectations, timelines, communication protocol and needs, "political" sensitivities, etc.)
- Step 3 On-site fact-finding (interviews, focus groups, process analysis, etc.)
- Step 4 Off-site fact-finding (surveys, research, data-gathering)
- Step 5 Aggregation of information for assessment
- Step 6 Additional fact-finding as needed
- Step 7 Review of findings and proposed recommendations with client (a no-surprises meeting)
- Step 8 Preparation of report
- Step 9 Submission of report and presentation (if required)

Subsequent work undertaken for a client depends on recommendations and decisions for action. In many cases, Runzheimer assumes the task of securing the services of qualified vendors, from development of a Request for Proposal through final negotiations. Runzheimer typically phases its projects, completing an analysis with recommendations for action as the first phase. Subsequent actions focus on those recommendations selected by the client for implementation.

Core competencies include specialized data gathering, policy development, vendor selection, operational audits, benchmarking, cost audits, allowance and reimbursement programs, software system selection and assessment, and seminars/workshops/training.

Database Products

Under this category, Runzheimer has included:

- DriveSharp® driver training technology that improves visual memory and precision
- Automated Mileage Capture devices that accurately capture miles driven
- Route Optimization a tool that creates best-case driving routes, reducing planning time and miles driven
- *Household Goods Compliance Audits* Provides a detailed, line-item invoice review of all financial aspects of a household goods transaction.
- End-To-End Relocation Compliance Audits Provides a detailed, line-item invoice review of all financial aspects of an entire relocation transaction.

DriveSharp®

DriveSharp® features two web-based exercises that target different visual processing tasks. The exercises are scientifically designed to speed up the brain's visual processing abilities and improve visual memory, which results in improved visual working memory, better visual precision, and other cognitive improvements. The visual training technology incorporated into DriveSharp® has been clinically proven to accurately predict driver performance and increase driving skill and safety in adults.

Users train their brain by using two software exercises included in DriveSharp®. These exercises are challenging, interactive, easy-to-use and fun. Plus, they are scientifically designed to enhance the visual system by:

- Improving "Divided Attention" This skill enables a person to track multiple objects at once, such as cars at a busy intersection or people crossing the street from different directions
- Expanding "Useful Field of View" which is the area over which a person can extract information in a single glance. For a driver watching the road ahead, improving this ability will help them notice a child running into the street after a ball or see another car that is trying to merge into the driver's lane.

These two cognitive abilities are vital to safe driving and help drivers:

- Notice potential hazards ahead of time
- Protect the driver and their passengers
- Maintain (or improve) overall driving skill

Although each exercise has a primary cognitive focus, they all work out the brain in multiple ways. Overall, drivers who use DriveSharp® experience a wide variety of benefits that include:

- A 50% lower overall crash risk.
- A 300% increase in visual processing speed, allowing one to react quicker to what is being seen.
- A 38% reduction in unsafe driving maneuvers like unsafe lane changes.
- A 200% average increase in useful field of view, making it easier for drivers to see more hazards on the road.
- An increase in reaction time so drivers traveling at 55 mph can stop 22 feet sooner to avoid collisions.
- An increase in driving confidence so individuals can drive longer, drive in difficult conditions (e.g. at night, in bad weather), and drive more frequently.

Automated Mileage Capture

Runzheimer has developed several methods of automatically capturing business driver and route mileage and recording it into our secure database structure. These methods improve reporting accuracy through enabling precise mileage tracking, reduce administrative time for both drivers inputting mileage and managers reviewing/approving mileage reports, and potentially reduce expenses through elimination of potential mileage padding. In addition to business management benefits, employee satisfaction increases through more accurate payments and a simpler process to track mileage.

These tools can be used by all mobile employees. We also offer complete outsourced implementation and administration of the program, so that clients achieve maximum benefits while staying focused on core business activities.

We offer the following two options for automated mileage capture:

- Wireless Device-Enabled Mileage Tracking: Mileage is automatically tracked and recorded through cellular phones or PDAs (personal digital assistants) on most wireless carrier networks.
- Connected Device-Enabled Mileage Tracking: Mileage is automatically tracked and recorded through a mechanical device that plugs into the vehicle's cigarette lighter.

Both methods offer the same benefits to drivers and organizations alike, including:

- Ease of use no more remembering to jot down mileage for each trip
- Improves mileage accuracy and capture
- Integrates with Runzheimer Online Mileage Log database and most contact management systems
- Increases employee productivity less time spent with manual entry
- Provides robust intelligence about driver mileage, stop locations, and stop length
- Supports real-time text and email alerts to field employees based on needs
- Ability to add specific applications (time card, voice navigation, expense reporting, etc.) that can be integrated with most systems

Runzheimer's Automated Mileage Capture approach offers additional benefits when combined with our Route Optimization products and services (see below). However, products from each of these two suites can be ordered independently.

Route Optimization Products and Services

Runzheimer offers several route optimization products and services to help fleets lower planning time, reduce miles driven and improve operational efficiencies. These tools can be used in conjunction with GPS tracking and communication tools or they can operate independently. Offered are:

- RouteSmith® Pro: This is a professional delivery, dispatch and route optimization software solution that allows organizations of all sizes to optimize the efficiency of dispatch centers, control fuel costs, create route mapping and more. With RouteSmith Pro's real-time Web services and advanced technology, organizations across the nation can benefit from the ability to generate optimized routes, create route-specific maps, door-to-door driving directions and track driver metrics. RouteSmith is made available as a hosted software application, and interfaces with CRM (customer relationship management) systems and ERP (enterprise resource planning) systems through the use of Web services, reducing the need to invest in costly hardware and software programs. RouteSmith Pro is designed for high volume central dispatch centers that are managing a large number of work orders and multiple drivers across multiple dispatch centers. The product interfaces with a variety of GPS tracking and communication service providers.
- RouteSmith® Route Optimization Web Services: This product allows the customers' CRM or ERP solution to electronically submit data queries into the RouteSmith optimization engine via a XML web service interface. The optimized route results are transmitted electronically back to the customers system for presentation to the end user. This product offers all of the powerful benefits of route optimization without a front end user interface.

All of Runzheimer's route optimization products and services offer multiple benefits to clients and drivers alike, including:

- Reduced planning time
- Increased transaction frequency
- Lower costs (i.e., fuel, vehicle depreciation, etc.)
- Proactive destination mapping to optimize travel time and minimize fuel usage.
- Increased productivity by decreasing drive time allowing for more time to conduct business and more deliveries/appointments.
- Expense reduction through reduced mileage and productivity gains through route optimization.
- Increased employee satisfaction through more accurate payments and a simpler process to track mileage.

Household Goods Compliance Audits

The relocation transaction is complex and therefore compliance to policy is variable. Compliance audits are transactional in nature and include a detailed, line-item invoice review of all financial aspects of a given relocation transaction - from the client's service authorization through final invoicing issued by one or more relocation supplier(s). The standard household goods audit components cover, but is not limited to, these elements:

Proper Paperwork and Compliance to Support Invoice Charges

- client order authorization
- written survey/estimate
- bill of lading
- accessorial sheets or addenda
- inventory sheets (including bulky items)
- weight tickets
- third party invoices
- proper signatures are obtained from the shipper/designee

Track Mandatory Information

- load date
- delivery date
- date received from transportation service provider (TSP)
- date Runzheimer contacted mover with questions
- date mover response of questions
- date invoice approved by auditor
- date sent invoice in for payment
- TSP bill number
- our agency name
- DRN documented reference number
- amount billed
- amount paid
- payment voucher number
- complete tariff authority, including item number
- TSP's taxpayer identification number (TIN)
- TSP's standard carrier alpha code (SCAC)
- auditor's authorization initials
- copy of any statement of difference sent to TSP

Audit of Transportation Charges

- verification of weight
 - > Were weights taken within the expected 50 miles of origin/destination locations?
 - > Do the weight tickets and inventory support the billed weight?
- verification of distance based upon Rand McNally Mile Marker #19
- verification of tariff used and charges utilizing Winfield Tariff Data

Audit of Packing, Containers, Unpacking and Verification of Services Performed

- comparison of inventory sheets packing/container count to invoice charges
- verification with transferee when appropriate, on unpacking charges in excess of 25%, stair/long carrier, shuttles, waiting time, etc.

Policy Compliance

- conforms with quotation
- comparison of services performed to policy parameters, agreed upon estimates, or HTOS (Household Goods Tender of Service)
- items of exception invoice, the amount charged, and proper TSP authorization

Carrier Contract Compliance

- proper tariff used and appropriate discounts applied
- proper fuel surcharge based on load date
- proper documentation for insurance and amount charged
- accurate invoicing for peak season, fuel surcharge, etc.

We also offer this service for international relocations. Additional services provided for international HHG auditing include review of:

- Air transportation
- Ocean transportation
- Land transportation
- All related supplemental invoices
- Delivery into storage
- Local delivery out of storage

Benefits of a proper household goods compliance audit include:

- consistent recovery of monies from errors that have either completely or nearly offset all costs of the audit
- savings from reduction-elimination of the need for internal staff to audit relocation invoices; conservative estimate of \$35 per invoice for just the simplest level of audit
- savings opportunities from implementation of policy, procedure or contract improvements which will reduce, contain or avoid costs on future relocation
- savings from internal research and information gathering
- detailed invoice and audit results tracking provides relocation managers and procurement with information not otherwise available
- consistency in multi-supplier cost and performance comparisons
- consistency in data collection and integrity for drill down, analytical capabilities
- savings of time and money for elimination of internal auditing on relocation program
- documented, on-going relocation program compliance and financial responsibility

End-To-End Relocation Compliance Audits

Organizations that relocate employees have determined it prudent to conduct an independent, ongoing financial audit of third party supplier invoices throughout the entire spectrum of relocation transactions. End-To-End Relocation Compliance Audits are transactional in nature and include a detailed, line-item invoice review of all financial aspects of the relocation transaction from the client's service authorization through final invoicing issued by one or more relocation supplier(s).

The End-To-End Relocation Compliance Audit covers the entire suite of relocation process elements, including but not limited to:

- compliance to client authorized relocation policy; all provisions; e.g.
 - > pre-move location services: home sale assistance or rental cancellation
 - > post-move location services: home finding rental or buying; national lender
 - household goods transportation
 - > temporary living
 - > COLA, mortgage subsidy
 - > final move
 - > lump sum payments: miscellaneous allowance or other
- compliance to relocation supplier(s) service agreement(s), e.g.
 - > relocation management company
 - > van lines
 - > national lender direct bill agreements
 - > temporary housing
- compliance with typical industry practice (e.g., transportation tariff) or client-specified practice (e.g., in the home sale transaction)
 - > ERC (Employee Relocation Council) 11 key steps
 - > two-deed requirement
- accuracy and reasonableness of charges paid and/or invoiced for each relocation servicesupplier with evidence of appropriate supporting documentation
- confirmation of accuracy of overall money flow accounting and final reporting between client and supplier(s)
- review of observable supplier revenue (fee) sources from referral fees, rebates, add-ons, etc.
- review of underlying suppliers and cost structures to identify areas where cost containment, reduction or avoidance might be accomplished
- review of expense account coding for tax reporting

We wish to note that the end-to-end relocation audit is *not* an audit for the following:

- gross-up calculation and payroll reporting
- tax or IRS compliance
- legal, GAAP or SAS70 compliance

We also offer this service for international relocations, auditing similar items and possibly others (e.g., currency exchange) based on client specifications. Note that for international end-to-end audits, we do *not* audit the following:

- repatriation invoices
- on-assignment invoices

Deliverables

A relocation compliance audit will provide confidence and verification that the relocation program is working as intended. When necessary, the audit continuously provides recommendations for corrective actions by both the client and their supplier(s).

End-to-end audit deliverables include, but are not limited to:

- documentation of the supplier's invoice compliance with contracts, policies, and industry standards
- documentation on monies reconciled with relocation supplier(s) based on identified invoicing errors
- individual or recurring issues that need to be clarified or defined in relocation management contract(s) relating to procedures or invoicing practices, which will improve administration and mitigate future risk
- management tools (e.g., policy and contract matrixes), which improve the efficiency of policy review, tracking of changes, and management of future supplier contract negotiations
- recommendations related to improvements in policy, process, supplier contracts, etc, resulting in cost savings/reduction/avoidance on future transactions
- information to make better-informed decisions related to on-going relocation compliance audit strategy and financial risk management

Specific Capabilities

SIN 653-3 Relocation Software, Technology and Support Services

Under this SIN, Runzheimer has included:

- reloviewsGOVTM An ASP hosted web-based software system that is designed to track and
 manage all relocation expenses and accurately compute tax gross ups for employee relocation
 expense reimbursements. This product is specifically tailored to the needs of Federal
 agencies, including RIT and WIT calculations and standard gross-up calculations based on
 standard IRS tables.
- *ServiceCoordinatorGOV*TM A software system that significantly streamlines relocation administrative processes and allows for more efficient communication with relocating employees and vendors. This tool is fully integrated with expense tracking software.
- *reloviewsGOV Complete* TM A combination package combining both reloviewsGOVTM and ServiceCoordinatorGOVTM into a fully integrated, single sign-on solution.
- Expense Management Services Outsourcing solutions that can include tracking, monitoring and payment of relocation expenses.
- *Direct Reimbursement of Employees* A service to make payments for relocation expenses directly to employees via either ACH or traditional paper checks.
- Additional Policy Compliance Services Monitors employee expenses against agency policy and FTR guidelines, and reports any unallowable expenses to the agency.
- *Custom Programming* Hourly charges for custom programming that may be needed for complex implementations.
- Living Cost Standards A comprehensive report which thoroughly analyzes the cost-of-living differences among any number of locations in the United States and Canada.

reloviewsGOVTM

This Web-based ASP (application service provider) software solution tracks all possible types of relocation and travel-related relocation expenses, including:

- Moving household goods & personal effects
- Final move expenses
- Temporary living expenses in new location
- Househunting expenses
- Selling/Leasing residence in old location
- Buying/leasing residence in new location
- Property expenses
- Other expenses

Specific services include:

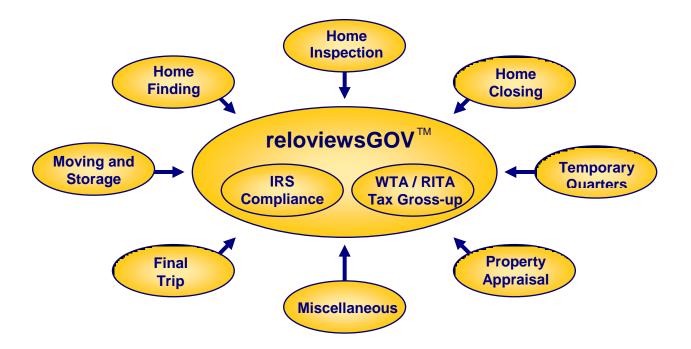
- Categorizing, tracking, and reporting all relocation expenses
- Allowing relocatees to submit, and clients to review, expense reports on-line
- Calculating Withholding Income Tax (WIT) amounts for federal, state, and local taxes
- Calculating Relocation Income Tax Allowance (RITA) or gross-up on federal, state and local taxes
- Calculating Gross-up taxes based on standard IRS tables
- Providing necessary reports to payroll department to maintain compliance with IRS regulations
- Managing multiple relocation policies with differing spending limits and gross-up treatments

- Enforcing company expense reimbursement policies by reviewing and flagging exceptions requiring management approval
- Issuing standard and customized monthly reports showing categorized expenses by employee, policy type, division, or corporation
- Exporting data to payroll and accounting systems
- Estimating "on-the-fly" RIT taxes prior to the move, allowing all parties to understand tax ramifications
- Supporting unlimited users in multiple sites
- Allowing for controls at function level
- Cross referencing payouts with general ledger
- Tracking advances and outstanding balances
- Online submission of expenses

Advantages include:

- Built-in business logic, intuitive and user friendly
- Cost effective; no hidden charges; free updates and maintenance
- Web capabilities eliminate multiple data entry
- Expert technical assistance, help desk and on-line
- Fields are easily customizable
- Comprehensive built-in management reporting
- Easy creation of customized reports using our ad hoc report writer
- Readily available budget information by policy and service
- No restriction on number of clients or users
- On-site and on-line training capable
- Smooth interfacing with ERP systems
- Works seamlessly with our process management solution ServiceCoordinatorGOVTM (see below)

This system provides the necessary reports to your payroll department to maintain compliance with IRS regulations. The comprehensive services available through this system become more apparent when graphically depicted:



All tax laws affecting relocation are continuously researched and as a result, the software is updated continuously in accordance with tax law changes impacting relocation expenses.

reloviewsGOVTM clients receive employee eVoucher online processing, a Relocation Tax AdvisorTM for Federal Employees, access to weekly online training sessions, and Help Desk support.

ServiceCoordinatorGOVTM

This software, which is fully integrated with expense tracking software such as reloviewsGOVTM, is designed to standardize and streamline relocation administrative processes, allowing administrators to focus on providing high quality service to relocating employees. Functionality includes:

- Providing relocation administrators and their management staff with a comprehensive tool for tracking information and status of all relocations
- Automated process emails to simplify communication steps and processes for relocation counselors, employees and vendors
- Tasking and work flow allow for an easy to use system
- Automating and simplifying communication steps and processes for relocation counselors, employees and vendors
- Providing 24/7 web-based tools for relocating employees, vendors, and administrators to review information pertaining to moves, receive status updates, and modify information.
- Built-in business logic, intuitive and user friendly
- Cost effective; no hidden charges; free updates and maintenance
- Web capabilities eliminate multiple data entry
- Expert technical assistance, help desk and on-line

- Track and manage Home Sale transaction
- Track and manage Moving and Storage
- Online employee & vendor portals
- Easy creation of customized reports using Crystal Reports

ServiceCoordinatorGOVTM tracks all aspects of the moving process for a relocating employee, including but not limited to processes associated with initiation, appraisal, destination orientation, closing, commercial real estate, home buyout, home finding, home inspection, home marketing, interim housing, inventory management, mortgage, moving and storage, etc.

reloviewsGOV CompleteTM

For organizations that order both reloviewsGOVTM and ServiceCoordinatorGOVTM solutions, we offer a bundled product called reloviewsGOV CompleteTM, which is a fully integrated, single sign-on solution.

Expense Management Services

Expense Management Services: Outsourcing services that utilize expense tracking software to handle relocation expense tracking and computation of tax gross ups for employee relocation expense reimbursements. These services include the following:

- Expense Processing (audit, approve, tax code expenses, and if requested, reimburse employees)
- Tax Withholding Compliance (calculate WTA and provide agency Finance Department with wage updates)
- Reporting (generate customized, timely reports to support HR, Payroll and Finance needs)
- Gross-up Calculations (compute RITA or standard IRS tax calculations, W-2 updates sent to Finance)
- Relocation Tax Report (RTR, reports printed and provided to each relocating employee)
- Client Support (answer employee and management questions regarding gross-up computations or regarding the Relocation Tax Report)
- Recordkeeping (store employee relocation data for a minimum of five years)

Direct Reimbursement of Employees

Through this service we make payments for relocation expenses directly to employees via either ACH or traditional paper checks.

Additional Policy Compliance Services

We monitor employee expenses against agency policy and FTR guidelines, and report any unallowable expenses to the agency.

Custom Programming

Custom programming may be needed in situations where client's payroll and/or general ledger electronic feeds are atypical or complex.

Living Cost Standards

Our relocation services provide agencies with a comprehensive report which thoroughly analyzes the cost-of-living differences among any number of agency-specific locations in the United States and Canada.

Pricing Schedule

Pricing for both SIN 411-3, Transportation Consulting Consultant Services and SIN 653-3 Relocation Software, Technology and Support Services

	Hourly Rates						
Labor Category	Year 1 2012*	Year 2 2013	Year 3 2014	Year 4 2015	Year 5 2016		
Executive Manager	\$246.74	\$256.61	\$266.88	\$277.55	\$288.66		
Sr. Management Consultant	\$197.39	\$205.29	\$213.50	\$222.04	\$230.92		
Management Consultant	\$189.96	\$197.56	\$205.46	\$213.68	\$222.23		
Consultant	\$169.79	\$176.58	\$183.64	\$190.99	\$198.63		
Project Director	\$128.38	\$133.51	\$138.85	\$144.41	\$150.18		
Research Consultant	\$124.27	\$129.24	\$134.41	\$139.78	\$145.37		
Project Manager	\$118.63	\$123.38	\$128.31	\$133.44	\$138.78		
Sr. Analyst	\$101.44	\$105.50	\$109.72	\$114.11	\$118.67		
Jr. Analyst	\$85.01	\$88.41	\$91.95	\$95.63	\$99.45		
Administrative Assistant	\$53.76	\$55.91	\$58.14	\$60.47	\$62.89		
Data Gatherer	\$37.29	\$38.79	\$40.34	\$41.95	\$43.63		
Clerical/Data Entry	\$20.89	\$21.72	\$22.59	\$23.49	\$24.43		

Labor rates for future years assume a 4% annual increase.

^{*}Base Year 1 begins September 6, 2011

Other Direct Costs - Databases

In this section we provide pricing for our database products.

DriveSharp®

Number of Drivers	Year 1*	Year 2	Year 3	Year 4	Year 5
	2012	2013	2014	2015	2016
1-99	\$89.00	\$90.00	\$91.00	\$92.00	\$93.00
100-499	\$84.00	\$85.00	\$86.00	\$87.00	\$88.00
500-999	\$79.00	\$80.00	\$81.00	\$82.00	\$83.00
1,000-4,999	\$75.00	\$76.00	\$77.00	\$78.00	\$79.00
5,000-9,999	\$71.00	\$72.00	\$73.00	\$74.00	\$75.00
10,000-49,999	\$67.00	\$68.00	\$69.00	\$70.00	\$71.00
50,000-99,999	\$64.00	\$65.00	\$66.00	\$67.00	\$68.00
100,000-499,999	\$59.00	\$60.00	\$61.00	\$62.00	\$63.00
500,000-999,999	\$54.00	\$55.00	\$56.00	\$57.00	\$58.00
1,000,000 or more	\$49.00	\$50.00	\$51.00	\$52.00	\$53.00

^{*}Year 1 September 6, 2011 – September 5, 2012

Automated Mileage Capture - Wireless Device-Enabled Mileage Tracking

(Note: Assumes client has voice and data plans)

Service Option	Year 1* 2012	Year 2 2013	Year 3 2014	Year 4 2015	Year 5 2016
Implementation Fee	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Tracking per month**	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00

^{*}Year 1 September 6, 2011– September 5, 2012

Automated Mileage Capture - Connected Device-Enabled Mileage Tracking

Fees per Device	Year 1* 2012	Year 2 2013	Year 3 2014	Year 4 2015	Year 5 2016
One-time purchase	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Tracking per month**	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Replacement Fee ***	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00

^{*}Year 1 September 6, 2011– September 5, 2012

^{**}Ongoing tracking prices are per device per month and include access to Runzheimer's mileage log and reporting database. If client requests integration with other data systems, fees will be quoted on a client-by-client basis using the hourly labor rates found under SIN 411-3.

^{**}All prices are per device per month and include access to Runzheimer's mileage log and reporting database. If client requests integration with other data systems, fees will be quoted on a client-by-client basis using the hourly labor rates found under SIN 411-3.

^{***} For lost or defective devices out of warranty.

RouteSmith® Pro**

One-Time Set-up	Year 1*	Year 2	Year 3	Year 4	Year 5
	2012	2013	2014	2015	2016
One-Time Set-up	\$500-	\$500-	\$500-	\$500-	\$500-
	5,000	5,000	5,000	5,000	5,000
Ongoing Tracking					
Number of Devices**					
1-99	\$64.95	\$64.95	\$64.95	\$64.95	\$64.95
100-199	\$54.95	\$54.95	\$54.95	\$54.95	\$54.95
200-399	\$44.95	\$44.95	\$44.95	\$44.95	\$44.95
400-499	\$34.95	\$34.95	\$34.95	\$34.95	\$34.95
500 or more	\$24.95	\$24.95	\$24.95	\$24.95	\$24.95

^{*}Year 1 September 6, 2011– September 5, 2012

Route Smith® Route Optimization Web Services

Services	Year 1* 2012	Year 2 2013	Year 3 2014	Year 4 2015	Year 5 2016
One-time Set-up	\$500-	\$500-	\$500-	\$500-	\$500-
_	5,000	5,000	5,000	5,000	5,000
Ongoing services**	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10

^{*}Year 1 September 6, 2011– September 5, 2012

Domestic Household Goods Compliance Audits (100% of Transactions)

Item	Year 1*	Year 2	Year 3	Year 4	Year 5
	2012	2013	2014	2015	2016
Audit Management Fee (one-time)**	\$3,500.00	\$3,535.00	\$3,570.35	\$3,606.05	\$3,642.11
Household Goods Compliance Audits (per file)	\$85.00	\$88.40	\$91.94	\$95.61	\$99.44

^{**}Includes policy review (up to 4), supplier contract review (2), and audit preparation. Additional management fees may be applied to more complex audits (e.g. with more policies, policy elements, and/or contracts.) If overnight delivery is requested, a standardized fee of \$15 per batched shipment will be charged.

^{**}Ongoing tracking prices are per device per month. Exact fees will be determined once client-specific set up requirements are finalized.

^{**}Ongoing service prices are per route. Exact fees will be determined once client-specific set up requirements are finalized.

Domestic End-To-End Relocation Compliance Audits (100% of Transactions)

Item	Year 1*	Year 2	Year 3	Year 4	Year 5
	2012	2013	2014	2015	2016
Audit Management Fee	\$6,000.00	\$6,060.00	\$6,120.60	\$6,181.81	\$6,243.62
(one-time)**					
Level 1 Audit	\$195.00	\$196.95	\$198.92	\$200.91	\$202.92
(1-3 policy elements)					
Level 2 Audit	\$325.00	\$328.25	\$331.53	\$334.85	\$338.20
(4-7 policy elements)					
Level 3 Audit	\$455.00	\$459.55	\$464.15	\$468.79	\$473.47
(8-10 policy elements)					
Level 4 Audit	\$695.00	\$701.95	\$708.97	\$716.06	\$723.22
(10 or more policy					
elements)					

^{**}Includes policy review (up to 4), supplier contract review (2), and audit preparation. Additional management fees may be applied to more complex audits (e.g. with more policies, policy elements, and/or contracts.) If overnight delivery is requested, a standardized fee of \$15 per batched shipment will be charged

International Household Goods Compliance Audits (100% of Transactions)

Item	Year 1* 2012	Year 2 2013	Year 3 2014	Year 4 2015	Year 5 2016
Audit Management Fee (one-time)**	\$4,000.00	\$4,040.00	\$4,080.40	\$4,121.20	\$4,162.42
Household Goods Compliance Audits (per file)	\$125.00	\$130.00	\$135.20	\$140.61	\$146.23

^{**}Includes policy review (up to 4), supplier contract review (2), and audit preparation. Additional management fees may be applied to more complex audits (e.g. with more policies, policy elements, and/or contracts.) If overnight delivery is requested, a standardized fee of \$15 per batched shipment will be charged.

International End-To-End Relocation Compliance Audits (100% of Transactions)

Item	Year 1*	Year 2	Year 3	Year 4	Year 5
	2012	2013	2014	2015	2016
Audit Management Fee	\$6,300.00	\$6,363.00	\$6,426.63	\$6,490.90	\$6,555.81
(one-time)**					
Level 1 Audit	\$255.00	\$257.55	\$260.13	\$262.73	\$265.35
(1-5 policy elements)					
Level 2 Audit	\$525.00	\$530.25	\$535.55	\$540.91	\$546.32
(6-10 policy elements)					
Level 3 Audit	\$795.00	\$802.95	\$810.98	\$819.09	\$827.28
(11-15 policy elements)					
Level 4 Audit	\$995.00	\$1,004.95	\$1,015.00	\$1,025.15	\$1,035.40
(16 or more policy					
elements)					

^{*}Year 1 September 6, 2011– September 5, 2012
**Includes policy review (up to 4), supplier contract review (2), and audit preparation. Additional management fees may be applied to more complex audits (e.g. with more policies, policy elements, and/or contracts.) If overnight delivery is requested, a standardized fee of \$15 per batched shipment will be charged.

Pricing for SIN 653-3 Relocation Software, Technology and Support Services

reloviewsGOVTM Software Licensing Fees

Licenses/Service	Year 1*	Year 2	Year 3	Year 4	Year 5
	2012	2013	2014	2015	2016
Setup, programming, training –	\$550.00	\$558.25	\$566.62	\$575.12	\$583.75
first 3 hours*					
Setup, programming, training –	\$185.00	\$187.78	\$190.59	\$193.45	\$196.35
each additional hour					
Fee per software license for the	\$75.00	\$76.13	\$77.27	\$78.43	\$79.60
first 200 licenses/year**					
Fee per software license for the	\$70.00	\$71.05	\$72.12	\$73.20	\$74.30
201st-1500th licenses/year**					
Fee per software license for the	\$65.00	\$65.98	\$66.96	\$67.97	\$68.99
1501st license and					
beyond/year**					

^{*}Year 1 September 6, 2011 – September 5, 2012

ServiceCoordinatorGOVTM Software Licensing Fees

Licenses/Service	Year 1*	Year 2	Year 3	Year 4	Year 5
	2012	2013	2014	2015	2016
Setup, programming, training –	\$550.00	\$558.25	\$566.62	\$575.12	\$583.75
first 3 hours*					
Setup, programming, training –	\$185.00	\$187.78	\$190.59	\$193.45	\$196.35
each additional hour					
Fee per software license for the	\$60.00	\$60.90	\$61.92	\$62.84	\$63.79
first 200 licenses/year**					
Fee per software license for the	\$55.00	\$55.83	\$56.66	\$57.51	\$58.37
201st to 1500th licenses/year**					
Fee per software license for the	\$50.00	50.75	\$51.51	\$52.28	\$53.07
1501st license and					
beyond/year**					

^{*}Year 1 September 6, 2011 – September 5, 2012

^{**} Each license contains eVoucher online processing, online training courses, hosting and hotline support.

^{**} Each license contains eVoucher online processing, online training courses, hosting and hotline support.

reloviewsGOV CompleteTM Software Licensing Fees

Licenses/Service	Year 1* 2012	Year 2 2013	Year 3 2014	Year 4 2015	Year 5 2016
Setup, programming, training – first 3 hours*	\$550.00	\$558.25	\$566.62	\$575.12	\$583.75
Setup, programming, training – each additional hour	\$185.00	\$187.78	\$190.59	\$193.45	\$196.35
Fee per software license for the first 200 licenses/year**	\$135.00	\$137.03	\$139.08	\$141.17	\$143.28
Fee per software license for the 201st to 1500th licenses/year**	\$125.00	\$126.88	\$128.78	\$130.71	\$132.67
Fee per software license for the 1501st license and beyond/year**	\$115.00	\$116.73	\$118.48	\$120.25	\$122.06

^{*}Year 1 September 6, 2011 – September 5, 2012

Expense Management Services

Service	Year 1*	Year 2	Year 3	Year 4	Year 5
	2012	2013	2014	2015	2016
Full move cost tracking					
1-5 relocations per year, cost	\$600.00	\$609.00	\$618.14	\$627.41	\$636.82
per move					
6 – 50 relocations per year,	\$550.00	\$558.25	\$566.62	\$575.12	\$583.75
cost per move					
51-100 relocations per year,	\$500.00	\$507.50	\$515.11	\$522.84	\$530.68
cost per move					
101-500 relocations per year,	\$450.00	\$456.75	\$463.60	\$470.56	\$477.61
cost per move					
>500 relocations per year, cost	\$400.00	\$406.00	\$412.09	\$418.27	\$424.55
per move					
Lump Sum Management Only	\$235.00	\$238.53	\$242.10	\$245.73	\$249.42

^{*}Year 1 September 6, 2011 – September 5, 2012

Direct Reimbursement of Employees

Service Service	Year 1* 2012	Year 2 2013	Year 3 2014	Year 4 2015	Year 5 2016
1-100 relocations per year, cost	\$235.00	\$238.53	\$242.10	\$245.73	\$249.42
per move 101-500 relocations per year,	\$200.00	\$203.00	\$206.05	\$209.14	\$212.27
cost per move	¢175.00	¢177.62	¢100.20	¢102.00	¢105.74
>500 relocations per year, cost per move	\$175.00	\$177.63	\$180.29	\$182.99	\$185.74

^{*}Year 1 September 6, 2011 – September 5, 2012

^{**} Each license contains eVoucher online processing, online training courses, hosting and hotline support.

Additional Policy Compliance Services

Service	Year 1*	Year 2	Year 3	Year 4	Year 5
	2012	2013	2014	2015	2016
1-50 relocations per year, cost	\$250.00	\$253.75	\$257.56	\$261.42	\$265.34
per move					
51-100 relocations per year,	\$225.00	\$228.38	\$231.80	\$235.28	\$238.81
cost per move					
>100 relocations per year, cost	\$200.00	\$203.00	\$206.05	\$209.14	\$212.27
per move					

^{*}Year 1 September 6, 2011 – September 5, 2012

Custom Programming

Service	Year 1*	Year 2	Year 3	Year 4	Year 5
	2012	2013	2014	2015	2016
Cost per hour**	\$185.00	\$192.40	\$200.10	\$208.10	\$216.42

^{*}Year 1 September 6, 2011 – September 5, 2012

LCS - Living Costs Standards Report

Service	Year 1* 2012	Year 2 2013	Year 3 2014	Year 4 2015	Year 5 2016
1 through 50 lines	\$353.00	\$356.53	\$360.10	\$363.70	\$367.33
51 through 100 lines	\$327.00	\$330.27	\$333.57	\$336.91	\$340.28
101 through 150 lines	\$301.00	\$304.01	\$307.05	\$310.12	\$313.22
151 through 200 lines	\$274.00	\$276.74	\$279.51	\$282.30	\$285.13
201 through 300 lines	\$248.00	\$250.48	\$252.98	\$255.51	\$258.07
301 through 500 lines	\$222.00	\$224.22	\$226.46	\$228.73	\$231.01
Over 500 lines	\$195.00	\$196.95	\$198.92	\$200.91	\$202.92

^{*}Year 1 September 6, 2011 – September 5, 2012

^{**}Travel expenses will be billed on a project-by-project basis in accordance with all relevant FTR regulations